

NAS PAXRIV INSTRUCTION 12552.5E

From: Commanding Officer

Subj: PAY FOR GRADED EMPLOYEES FOR IRREGULAR OR
INTERMITTENT DUTY INVOLVING PHYSICAL HARDSHIP OR
HAZARD

Ref: (a) 5 CFR 550.901

Encl: (1) Schedule of Pay Differentials Authorized for
Irregular or Intermittent Hazardous Duty

1. Purpose. To publish policy and procedures for assigning additional pay to graded employees for irregular or intermittent duty involving hardship or hazard.

2. Cancellation. NAS PAXRIV Instruction 12552.5D.

3. Background. Section 5545(d) of Title 5, United States Code, contains provisions relating to hazardous pay for General Schedule (graded) employees. The law provides the Office of Personnel Management (OPM) shall establish a schedule of pay differentials for irregular or intermittent duty involving unusual physical hardship or hazard. Appendix A of reference (a) contains approved additional duties for which a hazardous pay differential is authorized.

a. Coverage. The law and OPM regulations apply to all graded full-time, part-time and intermittent employees. They provide that hazardous pay differential shall be paid to an employee only for that hardship not usually involved in carrying out the duties of the position. The differential is for irregular or intermittent hazardous duty or duty involving physical hardship; it may not be paid to an employee when the hazardous duty has been taken into account in the classification of the position and thus the employee is already being paid a differential. Per reference (a), "not usually involved in carrying out the duties of the position" means that even though the hazardous duty may be mentioned within the employee's position description, it is not performed with sufficient regularity to constitute an element in fixing the grade of the position; and "has been taken into account in the classification of the position" means that the duty constitutes an element used in establishing the grade of the position. Enclosure (1) is the

schedule of pay differentials authorized by OPM for irregular or intermittent hazardous duty which is or could be applicable to this activity.

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b. Requests for Changes. Any requests for changes to or inclusions of additional duties to enclosure (1) may be submitted to the Commanding Officer for forwarding to the Deputy Assistant Secretary of the Navy for Civilian Personnel/Equal Employment Opportunity (DASN). Each request must contain detailed information showing:

(1) Nature of the duty.

(2) Degree to which the employee is exposed to hazard or physical hardship.

(3) Length of time during which the duty will continue to exist.

(4) Degree to which control may be exercised over the physical hardship or hazard.

(5) Estimated cost to the agency if the request is approved.

If the DASN agrees that the duty described warrants additional pay, the request will be forwarded to OPM.

c. Effective Dates. Effective dates of duty approved by OPM for hazard pay differentials are shown in the last column of enclosure (1).

4. Action

a. Supervisors. Supervisors, both military and civilian, are responsible for ensuring that hazard pay differential is authorized, consistent with the procedures of this instruction.

b. Comptroller. The "Managerial Accounting Branch" will make available to the Human Resources Office (HRO) records listing the name, organization and type of hazard pay for each employee who received a hazard pay differential.

c. Human Resources Office. HRO will review and act on requests for additions to enclosure (1), audit the use of hazard pay differential by spot checking cases listed on the records

indicated in paragraph 4b. above, and advise management on individual cases.

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5. Review Authority. The Director, HRO will review this instruction annually, making changes as necessary.

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